

EDITED KSA LISTING

CLASS: SENIOR ACCOUNTING OFFICER (SUPERVISOR)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliation's, budgeting, preparation of financial statements, etc.).
K2.	Comprehensive knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.).
K3.	Comprehensive knowledge of the uniform accounting system and financial organization, State of California related laws, rules and regulations to conform with statewide accounting practices and procedures.
K4.	Comprehensive knowledge of business management principles, including office methods and procedures to effectively plan, organize, and direct the workforce.
K5.	Comprehensive knowledge of public finance principles to maintain effective on-going contacts with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.).
K6.	General knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).
K7.	General knowledge of the principles and techniques of personnel management and supervision to effectively plan, organize, and direct the work of others.
K8.	General knowledge of the department's Equal Employment Opportunity (EEO) program and the processes to ensure compliance and maintain a work environment free from harassment and discrimination.

	Skill to:
S1.	Apply accounting principles, procedures and office methods to effectively and accurately perform accounting functions.
S2.	Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
S3.	Analyze situations and data accurately to develop and adopt an effective course of action.
S4.	Prepare clear, complete, and concise reports (e.g., statistical, penalty, audit, etc.) with the use of various accounting tools (e.g., California State Accounting and Reporting System (CALSTARS), software, microfiche, ten-key calculator, etc.) to provide direction and information on a wide variety of accounting functions.
S5.	Make sound decisions and recommendations in regard to accounting functions while maintaining control of the department's budget.
S6.	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others.
S7.	Communicate effectively in order to exchange information and/or provide direction to staff and others.

Bold text-indicates not on Classification Spec.

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S8.	Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.
S9.	Plan, organize, and direct the work of others to ensure quality services related to accounting operations.
S10.	Effectively contribute to the department's EEO objectives to create and maintain a fair and equitable work environment.
S11.	Identify, coordinate and schedule informal/formal staff training to comply with mandates or as needed.
S12.	Evaluate staffs' work performance to ensure quality of productivity, compliance and identify training needs.